

## APPENDIX D

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### STATE OF MISSOURI ADMINISTRATIVE POLICY

POLICY TITLE: <b>State Vehicles</b>	AUTHORIZED BY:
POLICY: <b>SP-4</b>	PAGE: <b>9 of 10</b>
ISSUED: <b>January 2002</b>	REVISED:

#### Safe Driving Practices

##### **Cellular Telephone Usage Guidelines While Driving**

Cellular telephone use is quickly expanding for employers during business travel. While the availability of cellular phones on the roadway has benefited in emergency calls, reporting congestion, etc., driver inattention and distraction has been implicated in some traffic accidents. Studies suggest that drivers who use car phones increase the risk of an accident. To improve the safety of employees, passengers and the public, driving guidelines have been developed for the use of cellular phones in vehicles.

- Always practice safe driving by buckling up, keeping your hands on the wheel and your eyes on the road.
- Be familiar with your cell phone features such as speed-dial and redial.
- Position your phone where it is easy to see and reach.
- Hands-free microphones are suggested while driving.
- Alert the person that you are speaking with that you are operating a vehicle.
- Use the manual dialing option only when stopped at a stoplight or pull off of the roadway.
- Ask the passenger to make the call for you.
- Use the speed-dialing feature for frequently called numbers.
- Allow your voice mail to pick up your calls when it is unsafe to answer the car phone.
- Do not use the cellular phone in distracting traffic conditions.
- Cease the use of cellular phone conversations during hazardous situations such as bad weather conditions or congested traffic.
- Never take notes while driving, pull off the road if you must write.
- Do not engage in stressful or emotional conversation while driving.
- Keep conversations brief and limited to business discussion.
- End the call without warning if the traffic situation warrants it.
- Stay in the slow lane while talking and do not pass other vehicles. Keep your driving maneuvers simple.
- If you see an emergency situation, pull to the side of the road to make the call to request assistance.

## APPENDIX D (continued)

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**Remember: safe driving is your first priority.** Always assess the traffic conditions. Use the cellular phone when it is safe and convenient.

For more information on the safety of wireless communications in vehicles, visit the National Highway Traffic Safety Administration's website at [www.nhtsa.dot.gov/people/injury/research/wireless/c6.htm](http://www.nhtsa.dot.gov/people/injury/research/wireless/c6.htm).